



Town of Camp Verde, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:	REQUEST FOR STATEMENT OF QUALIFICATIONS
SERVICES SOUGHT:	Professional On-Call Consulting Services
SOLICITATION INVITATION NO:	15-112
RESPONSE DUE DATE AND TIME:	April 28th, 2015 at 11:00 am local Arizona time
LOCATION:	Town of Camp Verde Public Works Department 395 S. Main Street Camp Verde, Arizona 86322

The Town of Camp Verde (Town) is seeking qualified professional engineering and architectural firms or individuals to provide general engineering design, architectural design, and construction administration services. The firms or individuals selected by the Town of Camp Verde will be placed on the on-call list for a period of three years with an option by the town at the end of each 3 year period to renew it for another 3 years or any period at that time to be found to be in the Town's best interest. Each firm or individual interested shall take care to follow the submittal guidelines outlined within this Request for Qualifications including the submittal requirements for both the general Statement of Qualifications as well as the submittal requirements for each of the Category of Services the firm or individual wishes to submit for. If the submittal requirements are not met as specifically outlined in this Request for Qualifications, it is at the discretion of the Town of Camp Verde whether or not to accept any part or all of the submittal by that firm or individual. All interested firms or individuals shall submit their qualifications packet including a marked original plus six copies of the Statement of Qualifications to the Town of Camp Verde Public Works Department at 395 S. Main Street, Camp Verde, Arizona 86322 no later than Tuesday, April 28th, 2015 at 11:00 am local Arizona time. Those submittals not received by the specified time at the specified place shall be refused submittal and returned unopened without exception.

The desired professional services will follow the scope of services enclosed in this Request for Qualification (RFQ) for each Category of Services specifically. Each firm or individual shall take care to fill out the submittal checklist provided with this RFQ including listing those Categories of Services they are submitting for within their Statement of Qualifications. Each firm or individual shall also submit a maximum 1-page Cover Letter that clearly summarizes their submittal. The cover page of the Statement of Qualifications shall list each Category of Services the respondent is submitting for in the same order given in this RFQ.

The Town of Camp Verde (Town) does not feel it will be necessary to interview a shortlist of respondents at this time. The Town, however, does reserve the right to interview a group of short-listed respondents prior to any final selection as part of the formal selection process at a later time if it then deems it necessary. When the selection process is completed by the Town, the short-listed respondents will be notified by the Town to enter into a professional services agreement. The agreements shall then be taken to the Town Council to the next following regular public session for approval and signature. This RFQ is being posted on both the Town of Camp Verde Web Site www.campverde.az.gov and on the Public Purchase Web Site www.publicpurchase.com. Those wishing to submit a Statement of Qualifications shall sign up or register on the Public Purchase Web Site. Registration is free on the Public Purchase Home Page (enter Arizona as the "Region" and Camp Verde as the "Agency"). When selecting classification code for vendor or notification types enter Engineering Services.

Respondents are invited to review the information and to submit their Statement of Qualifications in accordance with the criteria established within this Request for Qualifications (RFQ).

Any and all questions regarding this RFQ shall be submitted via the Public Purchase Web Site (only) for “**Professional On-Call Consulting Services**” prior to Thursday, April 23rd, 2015 at 10:30 am Arizona Time. **Any questions asked in any manner other than via the public purchase web site or questions submitted after the aforementioned time will remain unanswered.**

Responses to this RFQ will be received by the Public Works Department, Town of Camp Verde, located at 395 S. Main Street, Camp Verde, Arizona 86322, until April 28th, 2015 at 11:00 am Arizona Time at which time they will be opened publicly in Rooms 206 & 207 at 435 S. Main Street, Camp Verde, Arizona 86322. Responses must be in the actual possession of the Public Works Department and stamped by a member of the Public Works staff on or prior to April 28th, 2015 at 11:00 am. Late responses or responses not accompanied by a signed checklist **will not** be accepted or considered under any circumstances.

Responses must be submitted in a sealed envelope or package and should be clearly identified as a response to the RFQ as “**Professional On-Call Consulting Services**” and be clearly marked with the name and address of the Respondent and the solicitation number **15-112**. All responses must be completed in ink or typewritten (corrections must be lined through and initialed, No white out). Additional instructions for preparing your responses are provided on the following pages of this RFQ.

The Town of Camp Verde reserves the right to reject any or all responses, or to withhold their selection for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until Agreements are finalized or all responses are rejected.

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RFQ SUBMITTAL CHECKLIST

Note: This checklist must be filled out in and signed and must be attached to the front of the original copy of your Statement of Qualifications in order for your submittal to be valid.

Name of Firm/Individual _____

Contact Person/Personel _____

Address _____

Contact Phone _____

Check off the following items:

- ☐ This checklist included and attached to the front of the original copy of your Statement of Qualifications.
- ☐ Sealed envelope/box labeled as requested within this RFQ.
- ☐ One (1) marked original and six (6) copies of your Statement of Qualifications.
- ☐ Cover Page of Statement of Qualifications listing all Categories of Services you are submitting for.
- ☐ All required paperwork signed and included with your submittal.

Check Which Category(s) of Services you are submitting for below:

- ☐ A. Civil Engineering
- ☐ B. Surveying Services
- ☐ C. Wastewater Treatment & Collection Systems
- ☐ D. Geotechnical & Construction Inspection
- ☐ E. Structural Engineering
- ☐ F. Traffic Engineering
- ☐ G. Architectural Services
- ☐ H. Mechanical Engineering
- ☐ I. Environmental, Archaeological, and Biological Services

(Note: This checklist will be used to format the review schedule for the selection committee. Only those categories checked will be reviewed as part of your submittal by the selection committee.)

CATEGORY AND SCOPE OF PROFESSIONAL SERVICES

(WORK) REQUESTED

1. INTRODUCTION

The Purposes of this Request for Qualifications (RFQ) is to locate qualified and experienced Engineering and Architectural firms for professional services work in engineering design, architectural design, and construction services management and inspection. These services will be for municipal projects within the Town of Camp Verde. The following list of Category of Services includes each category or type of project we will incur in the near future and details the Scope of Services expected under each of those separate categories. The number of firms/individuals (firms) given to be chosen for each category of services is a maximum.

- ☐ **A. Civil Engineering** (5 firms will be chosen to provide services for this category)
 - 1. Roadway Improvement Design including curb, gutter, sidewalk, pavement design, striping, signage, medians, signals & lights, street and pedestrian lighting, roadway drainage, landscaping, easement and right-of-way acquisitions.
 - 2. Sanitary Sewer Collection System Designs.
 - 3. Project specific topographic surveying and construction staking.
 - 4. Grading and Drainage Plans and Storm Water Pollution Prevention Plans (SWPPP's).
 - 5. Drainage Master Studies, floodplain mapping, design of storm drains, drainage channels, box and pipe culverts, and erosion control.
 - 6. Oversight of Civil Project Construction Activities.

- ☐ **B. Surveying Services** (4 firms will be chosen to provide services for this category)
 - 1. Topographic Surveying & Mapping
 - 2. Construction Staking
 - 3. As-Built Surveying & Mapping
 - 4. Legal Descriptions
 - 5. Results of Survey

- ☐ **C. Wastewater Treatment & Collection Systems** (4 firms will be chosen to serve this category)
 - 1. Sanitary Sewer Collection System Design
 - 2. Water and Wastewater Treatment Plant Design
 - 3. Sewer Lift Station Design
 - 4. Untreated Sewage/Treated Effluent Pumping System and Force Main Design
 - 5. Sewer System Modeling Studies
 - 6. Design Reports and Feasibility Reports

- ☐ **D. Geotechnical & Construction Inspection** (4 firms will be chosen to provide services for this category)
 - 1. Geotechnical Services, reports, construction materials sampling and testing, subsurface and soils investigations, testing, and reports (lab & field).
 - 2. Geotechnical Designs for foundations, etc.
 - 3. Geotechnical & Materials Special Inspections and Forensics.
 - 4. General Project Construction Inspection.

- ☐ **E. Structural Engineering** (3 firms will be chosen to provide services for this category)
 - 1. General Structural Engineering Services.
 - 2. Structural Calculations, Miscellaneous Designs, and Special Inspections.
 - 3. Building Design.
 - 4. Bridge Design (Optional).
 - 5. Oversight of Structural Project Construction Activities.

- ☐ **F. Traffic Engineering** (3 firms will be chosen to provide services for this category)
 - 1. Engineered Signal Plans
 - 2. Traffic Studies
 - 3. Intersection Design
 - 4. Transportation Planning

- ☐ **G. Architectural Services** (3 firms will be chosen to provide services for this category)
 - 1. General Architectural Services.
 - 2. Conceptual Design Services/Construction Cost Estimations.
 - 3. Development of architectural drawings and specifications.
 - 4. Project Construction Administration.
 - 5. Oversight of Architectural Project Construction Activities.

- ☐ **H. Mechanical Engineering** (3 firms will be chosen to provide services for this category)
 - 1. General Mechanical Engineering Services.
 - 2. HVAC, plumbing, and gas design including plans and specifications (when applicable).
 - 3. Oversight of Mechanical Project Construction Activities.

- **I. Environmental, Archaeological, and Biological Services** (3 firms will be chosen to provide services for this category)
1. Environmental studies as may be required for work on federal, state, town, tribal, and private lands and projects.
 2. Archaeological studies as may be required for work on federal, state, town, tribal, and private lands and projects. Must have qualifications and permits or ability to get permit to conduct archaeological activities on National Forest lands.
 3. Biological Services that would include ground surveys for wildlife, plants and invasive species. Could also include writing environmental reports analyzing impacts to special status species to meet federal standards including documents associated with the Forest Service.

SUBMITTAL REQUIREMENTS/INSTRUCTIONS

Those interested in submitting Statements of Qualifications shall include the following requirements:

Front Cover: Each Statement of Qualifications shall include a single-sided, single page (maximum) Front Cover Sheet bearing the title of “**Professional On-Call Consulting Services**”, the solicitation number of 15-112, the respondent firm’s or individual’s name, address, and telephone number. This Front Cover shall also include a list of the Category(s) of Services the particular firm or individual (firm) wishes to be considered for. This will aid the selection committee in their review of the submittals. All Statements of Qualifications will be done in the same order with tabbed dividers as described below, so a Table of Contents page shall not be required. All submittals shall be spiral bound and not loose leaf or binders.

Cover Letter: All Respondents shall include a single sided, single page (maximum) cover letter introducing their firm to the Town of Camp Verde. Within this cover letter, the respondent shall indicate which Category(s) of Services your firm wishes to be considered for. The cover letter should also indicate the appropriate contact person within the firm and their contact information. This cover letter should be the first page within the Statement of Qualifications after the Front Cover.

Statement(s) of Qualifications: Note: Respondents shall limit the SOQ information to five (5) single sided 8.5” x 11” pages (maximum) with 1” margins using no smaller than a 10 point font for each Category of Services submittal. Each set of pages for each Category of Services shall be preceded by a tabbed divider page labeled for each Category clearly on the tab and sheet bearing the Category Name and Letter (A through I) in the order given in this RFQ. These tabbed divider pages do not count as one of the five (5) pages. Place no additional information on these tabbed divider pages. Care should be taken to address the specified evaluation criteria for each category in the order given within this RFQ for the convenience of the review/selection committee.

Professional Resumes, Additional Information: Additional items such as Resumes of the key team members, additional details about specific past projects relative to the experience desired, and other qualification information may be included at the conclusion of the Statement of Qualifications. Do not include this information within the 5 or less pages for each category. Please be aware that selection committee member may limit their reviews to only the evaluation criteria and how it is presented within the set of pages for each Category of Services submittal. This additional information shall be included in clearly tabbed and labeled appendices at the rear of the Statement of Qualifications.

Rear Cover: Each Statement of Qualifications shall include a single-sided, single page (maximum) Rear Cover Sheet.

Statement of Qualifications Quality: Respondents should feel free to be as complete and as organized as possible with their Statements of Qualifications. The use of graphics, photographs, etc. relative to the experience, past projects, team members, and firm are encouraged. The quality of the submittal is scored within the evaluation criteria.

Respondents shall comply with the following submittal criteria summary realizing that failure to do so will be sufficient grounds to disqualify your submittal from review and will be strictly enforced:

- Submittal must be received by the specified date and time at the specified location.
- One (1) marked original and six (6) copies of the Statement of Qualifications shall be submitted as specified.
- No part of the Statement of Qualifications shall exceed the page limit.
- Required Paperwork for Signature is signed and included with the Statement of Qualifications packet.
- The RFQ Submittal Checklist must be filled out and returned attached to the front of the original copy of the Statement of Qualifications.

All submittals given will become the property of the Town of Camp Verde and will not be returned to the Respondent.

EVALUATION/SELECTION CRITERIA

Respondents submitting Statements of Qualifications for the “Professional On-Call Consulting Services” should prepare their responses addressing the particular evaluation criteria in the order given below. The total of the evaluation criteria for each Category of Services response shall be worth 100 points. The evaluation criteria to be used by the review/selection committee will be as follows:

A. General Firm or Individual (Firm) Information

1. Provide an overall description of the firm or individual (firm) that is proposing to provide the services required within this Category. Include a description of the legal organization of the firm. Identify the home office location as well as any satellite offices that may be performing the work. (10 points)
2. Provide (list) all Arizona business licenses and professional licenses and registrations held by the firm and its members that are associated with providing the services of this Category. (10 points)
3. Identify any or all contracts or sub-contracts with the firm or officers of the firm that have been terminated in the last five (5) years. List any claims arising from any contracts that have resulted in litigation or arbitration within the last three (3) years. Give a brief summary of cause, circumstances, and outcome of any contract termination, litigation, or arbitration. (10 points)

B. Firm or Individual (Firm) Experience

1. List all work, projects, studies, etc. awarded to your firm in the Verde Valley and Northern Arizona Region during the past five (5) years that are relevant to this specific Category. Provide a brief project description, project dates, project cost, project percentage cost in fees for services to your firm, and completion of your firm’s services in regards to design or work completion schedules. Identify which of these projects/contracts were in smaller and rural communities. (20 points)
2. Provide references for those regional projects, etc. listed in the item above. If references are not available, state why. (10 points)

C. Experience of Key Personnel

1. Provide an organization chart showing all of your key personnel that will be assigned to this specific Category and their time with the firm to date. Show the percentage of their work current time that can be allocated to the projects associated with servicing this Category. (10 points)
2. Give a brief project experience summary for each of these key team members. (10 points)
3. List registrations/credentials of key team members servicing this Category. (10 points)

D. Statement of Qualifications Quality

1. The selection committee will review the completeness, organization, and presentation of each Statement of Qualifications and how well it satisfies this Request. (10 points)

ADDENDUM ACKNOWLEDGEMENT

RECEIPT OF ADDENDA:

Proposer acknowledges receipt of the following Addenda relating to the Request for Qualifications (RFQ) for Professional On-Call Consulting Services for the Town of Camp Verde.

Addendum No.

Date

Company Name

Representative Name (Print)

Representative's Signature

Date

DISCLOSURE OF RESPONSIBILITY STATEMENT

- A. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
-
- B. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty, which affects the responsibility of the Consultant.
-
- C. List any convictions or civil judgments under state or federal antitrust statutes.
-
- D. List any violations of contract provisions such as failing to perform (without good cause), or unsatisfactory performance, in accordance with the specifications of a contract.
-
- E. List any prior suspensions or debarments by any governmental agency.
-
- F. List any contracts not completed on time.
-
- G. List any penalties imposed for time delays and/or quality of materials and workmanship.
-
- H. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
-

I, _____, as _____

Name of individual

Title & Authority

of _____, declare under oath that the above statements, including

Company Name

any supplemental responses attached hereto, are true.

By: _____

(Signature of Individual/Representative)

STATE OF: _____)

) ss.

COUNTY OF: _____)

On this the ____ day of _____, 20_____, before me, the undersigned NOTARY PUBLIC, personally appeared _____, who acknowledged to me that they executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

SEAL

NOTARY PUBLIC

My Commission Expires: _____

CERTIFICATE OF INSURABILITY

I hereby certify that as a Respondent to Town of Camp Verde (Town) for Solicitation No. _____, I am fully aware of insurance requirements contained in the Professional Services Agreement. I hereby assure Town that I am able to produce the insurance coverage required should I be selected to be awarded the Agreement.

Should I be awarded the Agreement by Town and then become unable to produce the insurance coverage specified within ten (10) working days, I am fully aware and understand that this shall constitute a material breach of this Agreement and shall be subject to penalties up to and including termination of the Agreement at the sole discretion of the Town. I also understand and am fully aware that I may not be considered for further projects by Town.

Signature of Respondent

Company

Date

CONSULTANT IMMIGRATION WARRANTY

(To Be Completed by Consultant Prior to Execution of Agreement)

A.R.S. § 41-4401 (Government procurement, E-verify requirement, definitions) requires as a condition of your Contract, verification of compliance by the Consultant and SubConsultants with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form the Consultant shall attest that it and all subConsultants performing work under the cited agreement meet all conditions contained herein.

Contract Number:		
Name (as listed in the contract):		
Street Name and Number:		
Town:	State:	Zip Code:

I hereby attest that:

1. The Consultant complies with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of those employees performing work under this Agreement;
2. The Consultant shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its SubConsultants and sub-SubConsultants to provide the same warranties to Consultant.
3. All SubConsultants performing work under this Agreement comply with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of their employees.
4. The Consultant acknowledges that a breach of this warranty by the Consultant or by any subcontractor or sub-subcontractor under this Agreement shall be deemed a material breach of this Agreement, and is grounds for penalties, including termination of this Agreement, by Owner.
5. Owner retains the legal right to inspect the papers of Consultant, and any subcontractor and sub-subcontractor employee who performs work under this Agreement, and to conduct random verification of the employment records of Consultant and each subcontractor and sub-subcontractor who works on this Agreement, to ensure that Consultant and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

Signature of Consultant (Employer) or Authorized Designee:

Printed Name: _____

Title: _____

Date (month/day/year): _____